

U.S. EMBASSY DHAKA

VACANCY ANNOUNCEMENT

OPEN TO: All Qualified Candidates

POSITION: Residence Manager (more than one position).

OPENING DATE: November 19, 2007

CLOSING DATE: Open Until Filled

WORK HOURS: Approximately 30 hrs/week

NOTE: ALL APPLICANTS MUST BE RESIDING IN BANGLADESH AND HAVE THE REQUIRED WORK AND/OR RESIDENCY PERMITS TO BE ELIGIBLE FOR CONSIDERATION.

The U.S. Mission in Dhaka, Bangladesh is seeking applications for the position of **Residence Manager**.

BASIC FUNCTION: The Residence Manager will oversee and direct the daily activities of Official Residence employees, to include chef, bearer, housekeepers and gardeners; establish and maintain a record of daily work schedules for each staff member; supervise and direct the activities of Residence staff during official functions and assist them with their duties as required.

MAJOR DUTIES AND RESPONSIBILITIES:

- Oversee and direct the daily activities of the Residence staff, to include chef, bearer, housekeepers and gardeners. Establish and maintain a record of daily work schedules for each staff member. Coordinate activities with the Residence chef.
- Coordinate with the Mission Executive Office in the planning and execution of official events at the Residence.
- Supervise and direct the activities of Residence staff during official functions and assist them with their duties as required.
- Maintain records of official Residence expenditures and submit these records to the Embassy's Financial Management Section for reimbursements as required.

- Establish and maintain an inventory of Residence household supplies and arrange with the Embassy's general services office for replenishment as required.

QUALIFICATIONS REQUIRED:

- Demonstrated knowledge of and proficiency in matters of protocol, to include the handling of guests, preparing and serving drinks, seating arrangements, etc.
- Ability to speak, understand, read and write English and Bangla fluently.
- At least one year of demonstrated experience in hotel, restaurant or executive household management.

Skills and Abilities:

Basic computer skills including knowledge of applications such as MS Word & MS Excel.

TO APPLY:

Interested candidates are requested to submit the following:

Bangladeshi candidates will submit the "Application for Employment as a Foreign Service National" form either By Hand with No Envelope or FAX at 9887825. Blank application forms are available at Gate-1 (Reception booth) and in the Human Resources Office.

SUBMIT APPLICATION TO:

Human Resources Office

Attention: HRO

**Address: Embassy of the United States of America
Madani Avenue, Baridhara
Dhaka – 1212**

POINT OF CONTACT:

Nasim Khan

Human Resources Assistant

Ph # 885-5500 X 2525

Fax # 9887825